

# DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES



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## STATE OF MONTANA

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July 26, 2012

To: All VFC Providers  
From: Immunization Program  
Re: New Order Form and Wasted and Expired Procedure

On July 1<sup>st</sup>, the Montana Immunization Program switched to a new federal vaccine ordering system called VTrckS. The transition went smoothly with no impact to our providers. Going forward, however, we must make two changes to our vaccine ordering and tracking processes:

1. New Order Form – VFC vaccine is still ordered through Jerry at Home IV Pharmacy. However, we've created a new order form to include national drug code (NDC) numbers, which VTrckS uses to process orders. We also updated the form so that it can be completed on a computer and submitted by email ([hhsiz@mt.gov](mailto:hhsiz@mt.gov)). Please switch to the new order form immediately.
2. New Wasted and Expired Vaccine Form and Process – VTrckS uses a slightly different process for tracking wasted, expired, and spoiled vaccine. We've created a new form to reflect these changes, which are summarized below:
  - A Wasted and Expired Vaccine Form must be submitted to the Immunization Program for all nonviable VFC vaccine, which includes wasted vaccine (broken, empty, or partially used vials/syringes that should not be returned to McKesson) and expired/spoiled vaccine (which is still in original packaging and must be returned to McKesson).
  - For expired/spoiled vaccine (to be returned), after we receive your wasted and expired vaccine form, a UPS shipping label and VTrckS printout will be sent to you. The VTrckS printout must be included in the shipping container with the returned vaccine. The contents of the shipping container must match the information on the VTrckS printout.
  - Nonviable vaccine must be reported within six months of the spoilage or expiration date. Vaccines must be returned to McKesson within 3 weeks of receiving a UPS shipping label. Unused UPS shipping labels should be discarded.

Please begin using the new forms immediately and discard old versions. We've also attached a revised version of Section 16 of your VFC Handbook with the updated process for handling wasted, expired, and spoiled vaccine. Please remove the old section from your handbook and replace with the revised section. Copies of all revised documents are attached to this email and also available on our website at [www.immunization.mt.gov](http://www.immunization.mt.gov) under the VFC link.

If you have any questions, please e-mail [hhsiz@mt.gov](mailto:hhsiz@mt.gov) or call the Immunization Program at 444-5580.

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**For questions, please contact:**

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